

**QUESTIONS AND ANSWERS FROM MANDATORY PRE-PROPOSAL
CONFERENCE FOR RFP 2001-12
FEBRUARY 23, 2001**

As a result of the Mandatory Pre-Proposal Conference held on February 23, 2001, the following questions were submitted.

1. In the RFP page 7, section 1.23 mentions that the Prime must identify a contact person. This implies that the use of subcontractors is allowed and expected.
RESPONSE:: See Prime/Subcontractor Response below.
2. Page 8, section 1.28 encourages the participation of MBE companies through the use of subcontracts.
RESPONSE:: Yes. If subcontractors from MBE companies were used in the past they may be listed on the Previous Contracts sections of Appendix B. If subcontractors from MBE companies are planned to be used future contracts, they may be listed on the Planned Contracts sections of Appendix B.
3. Page 12, section 2.1.7.c can be interpreted as instructions on requirements for the use of subcontractor personnel in the RFP response.
RESPONSE:: Subcontractors must meet the same requirements as the prime contractor.
4. Pg 44 – Attachment I
It is not clear what “fully burden” and “unacceptable” mean and how they are determined.
RESPONSE: Rates that have all components totaled. Examples of components are IFA, and travel. The vendor is to provide a fully burdened hourly rate which will be inclusive of all components necessary for the vendor to provide the services. A portion of evaluation is based on ‘pricing’ and each vendor is to provide fully burdened rates so as to be comparable. The fully burdened hourly rates will be valid for one year after award and then may be adjusted as per Section 7 of the Basic Ordering Agreement. (No. 60 In Responses to the initial RFP questions)
5. If an agency’s SOW is performed by the vendor in a manner that satisfied the SOW, how can the Commonwealth unilaterally, with no Standards of Assessment, decide work to be unacceptable?
RESPONSE: This RFP does not address hypothetical situations. The agency and the vendor must be in complete understanding of the SOW before it is signed.

6. Paragraph 4.1.16c – indicates that pricing schedules should be included “as a complete proposal” with the technical responses. Paragraph 1.5 states that the cost proposal should be submitted separately. Which is correct?
RESPONSE: Paragraph 1.5 is correct. Please refer to Paragraph 1.22 for the correct submission requirements.
7. What if, as a prime contractor, we are trying to bid on a task that we do not have a reference, but our subcontractor does, can we submit her reference?
RESPONSE: See Prime/Subcontractor response below.
8. Example – I do every thing but DBA, my subcontractor does DBA. Can I submit his reference and still be in compliance?
RESPONSE: See Prime/Subcontractor response below.
9. We are a SMALL company and were interest in responding to your proposal in two ways: As a prime, but then we feel that we are at a disadvantage due to our size (2 people) and the three GIS experts requirement, By sub-contracting with an existing Body Shop Vendor.
RESPONSE: See Prime/Subcontractor response below.
10. Can you advise us on the feasibility of responding to your RFP in either way? I understand that you intend on opening the contract to small businesses but those rules make this hard
RESPONSE: See Prime/Subcontractor response below.
11. From the question and answer session, I understand that our skills and references cannot be used by this contractor. We have and are performing quality work for the State and local governments.
RESPONSE: See Prime/Subcontractor response below.
12. Should a company chose to engage in a formal teaming agreement with another company and develop an equity stake in each other, would that not allow the prime to reflect their teaming partners’ qualifications and references in their proposal?
RESPONSE: See Prime/Subcontractor response below.
13. We would like to get clarification regarding the use of subcontractor resources when providing representative resources for each category. There seemed to be contradicting statements during the pre-bid conference.
RESPONSE: See Prime/Subcontractor response below.

PRIME/SUBCONTRACTOR RESPONSE

An Offeror, working as a prime contractor, may submit its own references in support of its proposal to provide IT temporary staffing under this RFP. Customer references must be for the Offeror’s work either as a

direct provider of services, or as a prime contractor management the work of subcontractors. References for a subcontractor's work completed for the subcontractor's own customers, outside of the agreement to perform work for the Offeror, may not be submitted.

Although the Offeror's direct subcontractor's references may be used to obtain an award, the prime contractor is not bound by the RFP to use only those subcontractors to perform once awarded. For this reason, the Commonwealth is interested in seeing only reference to the Offeror as described above.

A business entity may be formed, upon the advise of counsel, which would allow for the submission of references for work that is independent of a prime contractor.

Section 1.23-1.25

14. Will the "weight" or "importance" be available in any form to those vendors submitting proposal for evaluation criteria, before March 23, 2002 when our final proposals are due?

RESPONSE: The Weights will be posted in the DIT lobby at 110 So Seventh St. Richmond, VA. At Close of Business, March 23, 2001.

15. Was information posted before February 12, 2001?

RESPONSE: Yes. The List of Service Categories was posted prior to February 12, 2001.

GENERAL INFORMATION QUESTIONS

16. Is there a cap on limit of liability?

RESPONSE: The vendor is asked to read all of the provisions of the solicitation/contract, and then address this question to their own representation as necessary."

17. It appears there is no opportunity to cure a deficit once the Commonwealth determines it is unacceptable.

RESPONSE: Under Section 33 of the Mandatory Terms and Conditions (page 39) entitles BREACH, as an alternative to immediate termination, the Commonwealth has the option to allow the Vendor to cure said breach.

18. There seems not to be a notice provision.

RESPONSE: There is a notice provision, at the Commonwealth's discretion in the above reference.

19. Will a list of all the vendors in attendance be made available?

RESPONSE: A list of attendees is found on the ASD website.

<http://ASS.state.va.us>

NEW SERVICE CATEGORIES

The service categories that were recommended were already represented in the existing categories or determined that they were not directly related to information technology.

20. (SC) The following recommendation is suggested as an additional “Service Category”: Technical Expert
21. Description: Includes, technical expertise in specific tasks and technologies related to fully integrated systems, network, and database design, development, and implementation. Expert knowledge of computer programming and security requirements, and with various information technology modernization initiatives and upgrades to satisfy cross-functionally integrated operations. Experience and qualifications to be determined on a case-by-case basis with the overall goal of providing state-of-the-art technology in the desired area.
22. (SC) Does Category #14, Database Management Services include: Data warehousing services and Warehouse outsourcing services (labor)? If not, please add the above categories.
23. (SC) Would DIT consider internet(web) hosting of special or geographic(GIS) information as a separate “support service category”?
24. (SC) The creation of a website “hosting” or displaying special or geographic information utilizes the expertise of individuals specializing in website creation, database development, and GIS issues. We offer this additional category as a suggestion for addition.